



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

ENVIRONMENTAL OFFICER

OPEN (Job Code 1279636010)

CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: January 3, 2012 at 7 a.m.
FILING DEADLINE: January 31, 2012 at 4:30 p.m.

Current Monthly Starting Salary: \$6,069.33

Please attach your SUPPLEMENTAL ASSESSMENT to your application.

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position will administer programs related to the city's compliance with various environmental laws, regulations, and permit requirements; performs a wide variety of administrative tasks related to environmental issues.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Bachelor's degree from an accredited college or university with major course work in environmental science, environmental engineering, environmental planning or a field related to the job.
- May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.
- Five years of increasingly responsible administrative and analytical environmental protection experience.

LICENSE AND CERTIFICATE:

- Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.
- Possession of a Nevada Certified Environmental Manager designation is desirable.
- Possession of a Nevada license as a professional environmental engineer is desirable.

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the Second Floor of City Hall, 400 Stewart Avenue. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

NOTIFICATION OF TEST SCORE FOR T & E: Your test results will be available online at the following web address, www.LasVegasNevada.gov. Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.

PHONE (702) 229-6315 • FAX NO. (702) 385-1259 • OPEN JOB INFORMATION (702) 229-6346 PROMOTIONAL JOB LINE (702) 229-4747 • TTY (702) 386-9108
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www.lasvegasnevada.gov

CH:mjd 1/3/2012



City of Las Vegas

Environmental Officer

**Supplemental Assessment
(Required)**

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. **You may attach a copy of your resume, but it is the application that will be used to determine your qualifications. Please be thorough.**

This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process. **Check all applicable boxes and give years of experience where indicated.**

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____
Please print

Social Security Number: _____

Date: _____

Environmental Officer
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Please complete the following information:

Graduation from high school: Yes ☐ No ☐

If yes, school name: _____
Location: _____

If no, do you have a GED certificate? Yes ☐ No ☐

If no, indicate the highest grade completed: _____

College attended: _____

Degree: Yes ☐ No ☐

- ☐ Environmental Science
- ☐ Environmental Engineering
- ☐ Environmental Planning
- ☐ Related Field
- ☐ Unrelated Field

Do you possess a valid driver's license? Yes ☐ No ☐

If yes, type of license: _____, License #: _____

Issuing state: _____, Expiration date: _____

Please indicate your possession of the following certifications. **Please attach a copy of each certification.**

- ☐ Nevada Certified Environmental Manager
- ☐ Nevada License Professional Environmental Engineer
- ☐ Other _____

Experience (Check all applicable boxes and give years of experience where indicated)

The statements below address some of the abilities and knowledge needed to complete the essential functions of this position. Please indicate which statement BEST describes your experience in each area. For each statement, you must also include which employer(s) on your application are associated with the experience.

1. Which statement BEST describes your experience in understanding/applying environmental regulations in the workplace:

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

2. Which statement BEST describes your experience in Preparing and reviewing environmental assessments and impact statements:

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

3. Which statement BEST describes your experience in preparing environmental agency permit applications and reports:

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

4. Which statement BEST describes your experience in drafting and implementing policies for environmental compliance:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

5. Which statement BEST describes your experience in program development including policies, procedures and resources needed for enterprise wide adherence to environmental regulations:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

6. Which statement BEST describes your experience in reporting corrective action taken for non-emergency environmental events:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

7. Which statement BEST describes your experience with the operational characteristics of a GIS database system:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

8. Which statement BEST describes your experience in coordinating the disposal of hazardous and biohazardous waste:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

9. Which statement BEST describes your experience in training staff on proper procedures to meet environmental requirements:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

10. Which statement BEST describes your experience in preparing ordinances to support environmental compliance:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

11. Which statement BEST describes your experience in working with federal agencies, such as Bureau of Land Management, Nevada Department of Transportation, Department of Air Qualities and Nevada Division of Environmental Protection.

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

12. Which statement BEST describes your experience in reporting corrective action taken for an emergency environmental event:

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job as an environmental science professional

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

